

## CHAPTER 1 ORGANIZATION AND OPERATION

**555—1.1(Ex.O.48) Purpose.** This chapter describes the organization and operation of the Iowa commission on national and community service (herein generally referred to as the commission) including the offices where, and the means by which, any interested person may obtain information and make submittals or requests.

**555—1.2(Ex.O.48) Organization and operations.**

**1.2(1) Location.** The commission is located at 150 Des Moines Street, Des Moines, Iowa 50309; telephone (515)281-9043. Office hours are 8 a.m. to 4:30 p.m., Monday to Friday. Offices are closed on Saturdays and Sundays and on official state holidays designated in accordance with state law.

**1.2(2) The commission.** The commission consists of 15 to 25 members and functions under the leadership of a chairperson. Each member, appointed in accordance with federal guide lines, serves a three-year term scheduled so that no more than one-third of the appointment will expire in the same year.

**1.2(3) Meetings.** The commission shall meet at regular intervals at least four times annually. Additional meetings may be called at the discretion of the chairperson. All meeting are open to the public in accordance with the open meetings law, Iowa Code chapter 28A.

*a. Chairperson.* The chairperson of the commission presides at each meeting. Members of the public may be recognized at the discretion of the chairperson.

*b. Public notice.* The commission shall give advance public notice of the time and place of each commission meeting. The notice will include the specific date, time, and place of the meeting.

*c. Quorum.* A quorum shall consist of two-thirds of the voting members of the commission. When a quorum is present, a position is carried by an affirmative vote of the majority of commission members eligible to vote. A commissioner is eligible to vote in one of the following manners: in person; by telephone hook-up; or by proxy executed in writing to the chairperson prior to the meeting. A proxy shall be valid only for one meeting.

*d. Termination.* Any commissioner who does not attend three or more consecutive regular meetings or who attends less than one-half of the regular meetings within a 12-calendar-month period shall be considered to have submitted a resignation from the commission.

*e. Resignations.* Commissioners wishing to resign may do so by submitting a letter of resignation to the governor and sending a copy of the letter to the commission chairperson.

*f. Public presentations.* A specific time is set aside at each meeting for the public to address the board. As a general guideline, a limit of five minutes will be allocated for each of these presentations. If a large group seeks to address a specific issue, the chairperson may limit the number of speakers. To address the board, individuals are encouraged to notify the commission staff at least 72 hours in advance of the meeting.

**1.2(4) Minutes.** The minutes of all commission meetings are recorded and kept by the commission coordinator in the commission office.

**1.2(5) Records.** The records of all of the business transacted and other information wit respect to the operation of the commission are public records and are on file in the commission office. All records, except statements specified as confidential under these rules, are available for inspection during regular business hours. (Copies of records up to ten pages in number may be obtained without charge. The cost of reproduction will be charged for pages in excess of ten. The charge may be waived by the director if deemed advisable.)

**1.2(6) Submission and requests.** Inquiries, submissions, petitions, and other requests directed to the commission may be made by letter addressed to the commission coordinator at the address listed in subrule 1.2(1). Any person may petition for a written or oral hearing before the commission. All re-

quests for a hearing must be in writing and state the specific subject to be discussed and the reasons why a personal appearance is necessary if one is requested.

**1.2(7) Committees.** The commission chairperson may establish committees including an executive committee that may conduct commission business as necessary between scheduled meetings. The commission chairperson may appoint commissioners and noncommissioners to serve on the committees.

These rules are intended to implement Executive Order Number 48.

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